NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 45/181: HEAD OF DEPARTMENT: AGRICULTURE REF NO: AGR 2019-56

SALARY: R1 978 533 per annum (Level 16) (All-inclusive salary package)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, intergovernmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES: Promote integrated agricultural planning and development by facilitating the development of economic viable and environmentally sustainable agricultural support services; Drive the development and implementation of the Provincial Agriculture Strategy as well as the departmental strategic objectives about agri-processing in a coordinated manner; Ensure agricultural research and regulatory services; Manage and engage all spheres of government in integrated agricultural development and support services through programmes and projects; Optimise communication and stakeholder relationships with agriculture stakeholders and partners; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES: Ms LS Esterhuyse at Tel No: (021) 483 5856/083 629 3244

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 13 January 2020
POST 45/182: SCIENTIST (PRODUCTION LEVEL): AGRICULTURAL ECONOMICS REF NO: AGR 2019-71
(12-Month Contract Position)

SALARY: Grade A: R618 732 - R666 540 (OSD as prescribed)
Grade B: R707 451 - R754 953 (OSD as prescribed)
Grade C: R797 670 - R939 621 (OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Science degree BSc (Hons) Food Science or a 4-year degree as recognised by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence.

Recommendations: MSc and equivalent qualification in Food Science; experience in product development and improvement, relevant experience in producer support. Research connections with academic institutions and related involved in agri-processing. Proven publication record, working knowledge of the horticulture, grains and livestock value chains. Competencies: Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES: Research: undertake advanced research for the development of new products, adaptation of existing ones including improvement; Identification of new and innovative methods and processes, new technology, infrastructure and equipment; Compliance: Establishment, infrastructure and product compliance with relevant prescripts and market requirements; Capacity building: on-site advice and support and training on various agri-processing activities;
Administration: Perform administrative and human capital development functions, liaise with various stakeholders within the sector, and represent the department and/or programme on various platforms.

ENQUIRIES: Ms L Thabethe at Tel No: (021) 808 7733

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

POST 45/183: ANIMAL HEALTH TECHNICIAN: BOLAND REF NO: AGR 2019-72

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate National Diploma/B-Degree/National Diploma in Animal Health; A compulsory registration as an Animal Health Technician with the SA Veterinary Council in the appropriate field within 6 months of date of appointment; A valid code EB manual driving licence. Recommendations: Basic laboratory experience; Practical and theoretical knowledge of animal diseases. Competencies: Knowledge of disease surveillance and the electronic processing of survey data; Communication (written and verbal); General procedures skills with respect to the handling and treatment of animals; Proven computer literacy in MS Office (Word, Excel, PowerPoint and Outlook); Planning and organisational skills; The ability to work independently and in a team and still maintain accuracy and precision.
**DUTIES**: Detection, treatment, control, prevention and eradication of animal diseases in accordance with the relevant legislation; Extension to the general public and farmers in relation to animal diseases and zoo-noses for the promotion of animal production and improvement of animal welfare in rural communities; Effective task planning and compiling reports; Animal census and disease data collection and processing thereof; Render a support service and give the necessary extension and training to resource poor emerging farmers and communities; Support Veterinary Services Sub-programs.

**ENQUIRIES**: Mr M. Cupido at Tel No: (021) 808 5253

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**CLOSING DATE**: 20 January 2020

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**POST 45/184**

**AGRICULTURAL ECONOMIST: PRODUCTION ECONOMICS**

**REF NO**: AGR 2019-74

**SALARY**

- Grade A: R316 791 per annum (Level 08)
- Grade B: R353 226 - R380 775 per annum (OSD as prescribed)
- Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)

**CENTRE**: Department of Agriculture, Western Cape Government

**REQUIREMENTS**: An appropriate Honours degree (or equivalent qualification) with Agricultural Economics and/or Agricultural Management as major subjects; A valid (Code B) driving licence. Competencies: Knowledge of the following: Economic and financial analytical techniques; Proven computer literacy; Written and verbal communication skills; Statistical skills; Negotiation skills.

**DUTIES**: Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment; Analyse/identify economic questions/challenges in a specific environment/situation pertaining to legislation/strategy/policy/initiatives/interventions; Undertake/conduct analysis, apply, adapt and/or develop models based on the current situation to forecast/project possible scenarios; Compile the final output (e.g. reports, position papers and populated databases); Provide advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment; Develop and evaluate business plans; Establish and maintain a network for liaison with economic/agricultural analysis institutions; Perform administrative and related functions.

**ENQUIRIES**: Mr M Mjonono at Tel No: (021) 808 5200

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**CLOSING DATE**: 20 January 2020

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**POST 45/185**

**SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL)**

**BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE**

**REF NO**: AGR 2019-75

**SALARY**

- Grade A: R311 859 - R332 799 per annum (OSD as prescribed)
- Grade B: R353 226 - R380 775 per annum (OSD as prescribed)
- Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)

**CENTRE**: Department of Agriculture, Western Cape Government
REQUIREMENTS: A 3 year tertiary qualification (National Diploma/B-Degree); Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions); 3 years post qualification relevant technical experience; A valid Code EB (or higher) driving licence. Recommendations: Experience in small grain system; Conservation agriculture in the Western Cape. Knowledge of: Settings, calibration and basic maintenance of agricultural equipment and implements; Cash crops and pastures used in the Western Cape. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills.

DUTIES: Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Human capital development; Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES: Dr A Scholtz at Tel No: (021) 808 5231

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

POST 45/186: ACCOUNTING CLERK; SALARY DEDUCTIONS REF NO: AGR 2019-68 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as a passed subject. Recommendations: Experience in the following: Financial administration; Salary administration; Debt administration. Competencies: A good understanding of the following: PERSAL; Public Finance Management Act; Financial systems; Basic Accounting System; South African Revenue Services (SARS) guidelines; Proven computer literacy; Written and verbal communication skills.

DUTIES: Administration of salary deductions; Capturing of payments; Register and control captured batches; Clear suspense accounts; Provide documentation for monitoring expenditure; Administration of debt; Monitor and clear salary related accounts; Reconcile and control paysheets; Reconcile Personnel and Salary Administration (PERSAL)/BAS interfaces; Respond to telephonic queries and written correspondence from the general public and officials from other departments; Investigate monthly BAS tax accounts and update documentation; Update data on excel spreadsheets for tax year end reconciliation.

ENQUIRIES: Mr P Rhoda at Tel No: (021) 808 5036

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to
DEPARTMENT OF COMMUNITY SAFETY

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON


SALARY: R1 521 591 per annum (Level 15) (All-inclusive salary package)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES: Promote safety and security by facilitating the implementation of the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implementation of both national and provincial policies on safety and security; Provide security risk management services to the Western Cape in respect of property, assets, equipment, visitors and Heads of Provincial Institutions; Manage and engage all spheres of government in integrated safety and security development through programmes and projects; Optimise capacity building with communities and render support services to neighborhood watch structures to decrease the levels of crime; Drive the development and implementation of the Provincial Community Safety Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against predetermined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES: Ms LS Esterhuyse at Tel No: (021) 483 5856/083 629 3244

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 13 January 2020
POST 45/188

DIRECTOR: MONITORING AND EVALUATION
REF NO: CS 2019-31

CENTRE
Department of Community Safety, Western Cape Government

REQUIREMENTS
A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years’ middle/senior management experience; A valid driver’s licence, or alternative mode of transport for people with disabilities. Recommendation: Minimum of 3 years’ experience in the police environment. Competencies: Knowledge: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation Skills; Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills Attributes; Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES
- Strategic Capability & Leadership (incl Change Management): Translate the vision for the organisation into directorate goals; Develop and implements strategies for the directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments;
- Programme & Project Management (Line Functions): Manage the performance assigned personnel to achieve (agreed) key result areas (KRAs) that derived for the Directorates Work Plan/Project plans; Staff the structure with competent people required to fulfil the service delivery mandate of the Directorate / Sub-Programme/Project; Identify and manage (actual and potential) risk factors and indicators to the achievement of Directorate/Project goals, incl. possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Directorate Work Plan priorities and goals; Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) at agreed intervals for conformance with desired outcomes so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented; Develop the (Annual) Directorate Work Plan, in support of Chief Directorate Operational Plan; obtain approval; delegate to Sub-Directorates; and ensure that assigned projects are delivered within time, cost and the required quality; Contribute to the revision or drafting of legislation, policies, regulations and guidelines through documented research findings and recommendations; Manage information (data knowledge wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across department’s government spheres; Manages(develop, implement, evaluate and adjust) programme/ projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e.; Ensure regular inspections of SAPS business units in order to monitor efficacy (including resource allocation and utilisation) and compliance and to report thereon; o Ensure that police conduct are monitored at identified incidents/events; Ensure that Court Watching Briefs are conducted and reported on; Ensure the monitoring of police compliance ITO; Domestic violence act; and o Implementation of IPID recommendation; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.

ENQUIRIES
Mr S Julie Tel No: (021) 483 3134
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 20 January 2020

POST 45/189: DIRECTOR: PROVINCIAL SECURITY PROVISIONING REF NO: CS 2019-34

SALARY: R1 057 326 per annum (Level 13) (All–inclusive salary package)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years’ middle/senior management experience; A valid driver's licence, or alternative mode of transport for people with disabilities. Recommendations: Experience in and/ or knowledge of a safety and security environment; Completed course(s) and/ or qualification(s) in respect of: ISO 31000; Security Risk Management; Security Management; any other safety and security related training endorsed by the National Intelligence Agency or State Security Agency will be advantageous. Competencies: Knowledge: Strategic Management processes; Extensive knowledge of applicable policies and regulations in the field of Security Management and OHS; Public Service Reporting Procedures, Labour Relations Act, Financial Management (Budgeting, MTEF and MTEC, etc.), contract administration, M&E and reporting; Policy resource, policy analysis, formulation and policy development; Relevant Public Finance Legislation, Acts, Regulations, Policies and Prescripts, MISS, MPSS, Access to Public Premises and Vehicles Act, etc; Skills: Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES: Line and People Management: Ensure good governance and compliance with all applicable legislation; Translate the strategic objectives and management plan of the department into clear and obtainable goals and objectives, and in turn, define the purpose of the Directorate in order to link it to the departmental and provincial strategic goals; Efficiently and effectively manage people and financial resources available in pursuance of the purpose and objectives of the Directorate: Provincial Security Provisioning, whilst ensuring the promotion of sound labour relations and good financial administrative practices; Evaluate the performance/ outputs of the Directorate on an ongoing basis against pre-determined targets with a focus on continual improvement and innovation. Project Management and Contract Administration; Manage the services procured around systems and processes whilst ensuring stakeholder buy-in; Manage the co-ordination of the Provincial budget relating to outsourced security services and liaise with stakeholder committees (and set-up where necessary) so as to properly monitor and evaluate effectiveness against value for government spend; Manage the transversal outsourced and departmental security services provider database; Management of project approaches and budgets without compromising the quality of outcomes and desired results; Strategic Management; Prepare inputs for the strategic plan of the department, and communicate the plan to clients and staff within the directorate; Manage the transformation of service delivery and alignment of provincial national priorities; Establish broad client involvement and communicate the status of key objectives; Develop, implement and review provincial and departmental policies, as well as provide input to national policies.

ENQUIRIES: Mr SR George at Tel No: (021) 483 6010

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 20 January 2020

OTHER POSTS

POST 45/190: ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: CS 2019-33

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ appropriate experience; A valid code B driving licence; Compulsory Grade B registration with PSIRA. Recommendations: Experience in operational law enforcement/security planning and management; SAMTRAC; Security Managers course. Competencies: Knowledge of the following: Risk Management Programme; SAMTRAC; Sound knowledge and understanding of safety and security legislation; Excellent communication (written and verbal) skills in two of the official languages of the Western Cape; Sound training, management and facilitation skills; Strong leadership qualities and the ability to motivate staff.

DUTIES: Self-enrichment and assisting with the institutionalization of the learning organization’s principles; Create a management environment conducive to organizational performance through constant liaison, cooperation and coordination with, and reporting to the relevant stakeholders; Ensure the sub-directorate’s methodologies and processes are implemented correctly through effective monitoring and implementing of security systems and regular liaison with Top Management and relevant stakeholders; Coordinate the effective and efficient operational management of the sub-directorate through improving and applying the applicable standard operating procedures.

ENQUIRIES: Mr M Kalam at Tel No: (021) 483 5504

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

POST 45/191: ASSISTANT DIRECTOR: SPECIALISED AUXILIARY SERVICES REF NO.CS 2019-36

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree or higher qualification in Public Administration or similar; A minimum of 3 years proven experience in a Records Management environment; A valid code B driving licence. Recommendations: Completed Records Management Course. Competencies: Knowledge of the following: Public Administration; Provincial Archives and Records Services Act; Project Management; Communication (written and verbal) skills; Problem solving; Excellent planning and organising skills; People Management skills; Leading and supervising skills; Diversity management; Applying expertise and technology; Ability to cope with setbacks and pressure; Proven computer literacy in MS Office packages.

DUTIES: Develop and maintain Departmental physical records systems; Provide a registry service; Develop and maintain Electronic Content Management Systems; People Management; Implementation of systematic disposal programmes to reduce storage cost after written disposal authority was obtained from Western Cape Archives and Record Services; Training of creators of records to allocate file reference numbers; Ensure that sound records management practices are followed and ensure safe-keeping of all departmental records; Manage the electronic data stored on ECM/MyContent or approved departmental system.

ENQUIRIES: Mr W Fisher at Tel No: (021) 483 3414

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to
16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**CLOSING DATE** : 20 January 2020

**POST 45/192** : **ADMINISTRATION CLERK: SECURITY SUPPORT SERVICES REF NO. CS 2019-35**

**SALARY** : R173 703 per annum (Level 05)

**CENTRE** : Department of Community Safety, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification. Competencies: A good understanding of the following: Supply Chain Management (SCM) policies; Asset and inventory management; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to work independently and as part of a team; Planning and organising skills.

**DUTIES** : Ensure that all service providers and employees who have delivered a service are paid timeously and accurately; Ensure accountability and compliance to prescripts; Develop, maintain and apply best practices; Upkeep of file plan; Assist with the development, capturing and maintenance of databases; Prepare documentation for placing of orders via the Logistical Information System (LOGIS); Ensure inventory and asset register are up to date; Replenish and issuing of equipment and supplies (stock) in the storeroom; Assist with Asset Management in respect of asset acquisition, asset movements, stock take, repairs, disposal and losses; Assist with the development, capturing and maintenance of databases; Replenish supplies and issuing of equipment; File documentation manually and electronically.

**ENQUIRIES** : Ms C Buys at Tel No: (021) 483 7831

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**CLOSING DATE** : 20 January 2020

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**MANAGEMENT ECHELON**


**SALARY** : R1 521 591 per annum (Level 15) (All-inclusive salary package)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building; Interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES: Transform, develop and promote cultural affairs (including Library and Archive Services) and optimise social behaviour through sport and recreation; Promote the advancement of artistic disciplines into viable opportunities in the Province; Manage the development of sustainable library and information services as well as the development of sustainable archives services; Drive the development and implementation of the Provincial Cultural Affairs and Sport Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES: Ms LS Esterhuyse at Tel No: (021) 483 5856/(083) 629 3244
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 13 January 2020

(3 Year Contract)

SALARY: R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate B-degree or NQF 7 equivalent qualification; A minimum of 6-years middle management experience; Valid driver's license or alternative mode of transport for people with disabilities. Competencies: Strategic capability and leadership; Knowledge of programme and project management; Research capability; Knowledge of financial management; Knowledge of change management; Knowledge of people management and empowerment.

DUTIES: Provide strategic advice and guidance relating to the Youth-services and After School Programme sector; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the Youth-Service and After School Programme sector; Oversee, develop, co-develop and monitor and evaluate programmes to improve the Youth-Service and After School Programme sector; Conduct evidence-based research; Build the capacity of both the Youth-Service and After School Programme sectors; Strategic management; People management; Financial management.

ENQUIRIES: Mr S Julie Tel No: (021) 483 3134
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 06 January 2020

OTHER POSTS

POST 45/195: ASSISTANT DIRECTOR: COMMUNICATIONS SERVICES REF NO: CAS 2019-46
SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ experience in Communications/Journalism; A valid code B (08) driving licence. Recommendations: Understanding and experience in financial processes and working with Adobe Indesign. Experience in operational law enforcement/ security planning and management; SAMTRAC; Security Managers course. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Financial management; Communication policy and strategies; Media liaison practices; Communication related software packages; Photography; Adobe Indesign; Project management; Communication (written and verbal skills).

DUTIES: Responsible for preparing Internal Communication content; Assist with preparing media releases; Responsible for updating of website; Attendance of event to perform marketing duties; Assisting with financial processes and budget management.

ENQUIRIES: Ms T Colyn at Tel No: (021) 483 9877

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

POST 45/196: SPORT PROMOTION OFFICER: INFRASTRUCTURE SUPPORT REF NO: CAS 2019-42

SALARY: R257 508 per annum (Level 07)

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Sports Management; A valid code B driving licence. Recommendations: Experience in the built environment; Working knowledge of the following: Public Service policies and procedures; Project Management. Competencies: Knowledge of the following: Public service policies and procedures; Public Finance Management Act; National Sport and Recreation Plan; White paper on Sport and Recreation; MIG Framework; Norms and standards for Sport and Recreation Infrastructure Provision and Management; Proven computer literacy (MS Office); Written and verbal communication skills; Good presentation and organising skills; Ability to work within a team and perform under pressure.

DUTIES: Education and training; Project implementation; Client liaison (internal and external); Monitoring and evaluation.

ENQUIRIES: Mr K Mkalipi at Tel No: (021) 483 9506

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

POST 45/197: DRIVER WITH SECONDARY FUNCTIONS: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO. CAS 2019-44

SALARY: R145 281 per annum (Level 04)

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: Grade 10 (Junior certificate or equivalent); A minimum of 12 months’ driving and messenger experience; A valid code B driving licence with a professional valid driving permit (PDP). Recommendations: Code 10 drivers licence plus PDP. Competencies: Ability to work in a team; Interpersonal skills; Planning and organising skills; Knowledge of the procedures to ensure that the motor vehicle is maintained properly; Knowledge of the procedures to perform messenger functions and routine office support like registry functions and basic administration.

DUTIES: Render driving duties; Messenger and distributing duties; Documentation; Able to do basic administration; Do routine maintenance; assist in the registry.

ENQUIRIES: Ms Linda Mentjies at Tel No: (021) 483 0450

APPLICATIONS: hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

CLOSING DATE: 20 January 2020

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 45/198: HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT AND TOURISM

REF NO: DEDAT 2019-38

SALARY: R1 978 533 per annum (Level 16)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A Minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern
systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

**DUTIES**

Manage economic coordination and stakeholder engagements to create an enabling environment for viable economic growth and job opportunities; Facilitate the creation of opportunities to influence economic growth and job creation with specific priority sectors, Financial Services and ICT Sector, Oil, Gas and Maritime, Tourism and Agri-processing; Promote the transformation of the Western cape economy towards green economic growth; Optimise communication and stakeholder relationships with economic stakeholders and partners; Drive the development and implementation of the Provincial Economic Development and Tourism Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

**ENQUIRIES**

Ms LS Esterhuyse at Tel No: (021) 483 5856/083 629 3244

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**

13 January 2020

**POST 45/199**

CHIEF DIRECTOR: SKILLS DEVELOPMENT AND INNOVATION REF NO: DEDAT 2019-48

**SALARY**

R1 251 183 per annum (Level 14) (All-inclusive salary package)

**CENTRE**

Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**

An appropriate 3 year graduate qualification (NQF 7) as recognized by SAQA; A minimum of 5 years’ experience at senior management level; A valid code 8 driver's license (or alternative mode of transport for people with disabilities). Recommendations: Postgraduate qualification would be an advantage; Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Competence in at least 2 official languages in the Western Cape. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication.

**DUTIES**

Translation of the departmental vision into the Chief Directorate's goals; and to align programme and operational support; Develop and maintain a provincial skills development strategy and methodologies to narrow the gap between the demand for and the supply of skills; Provide an understanding of the skills required to stimulate economic growth through the promotion of coordination, partnerships and collaboration in support of gaining access to occupationally directed programmes and projects; Leverage skills funding incentives from various partners and the development of data and information management systems to support evidence-based decision making to skills development interventions; Drive the promotion of incentive benefits to industry in pursuit of skills development interventions; Financial Management; People Management and Empowerment.

**ENQUIRIES**

Ms C Julies at Tel No: (021) 483 9000

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**

20 January 2020
OTHER POSTS

POST 45/200: ASSISTANT DIRECTOR: TOURISM SECTION REF NO: DEDAT 2019-42

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ relevant experience. Competencies: Knowledge of the following: Knowledge of HRM processes; Labour relations; Financial management; Project management; Public Service procedures; Applicable policies and procedures; Relationship management; Applied strategic Thinking; Creative thinking; Decision making; Proven computer literacy; Problem-solving; Service delivery Innovation; Impact & influence, networking; Organisation communication & effectiveness; Self-management; Team membership; Continuous improvement; Diversity management.
DUTIES: Facilitate the development of sector strategies and policies including the implementation thereof; Maintain networks with key stakeholders and support horizontal and vertical alignment with the tourism sector; Support and implement the market growth and promotion of the tourism sector; Participate in the unblocking of opportunities in order to achieve strategic outcomes; Provide an administrative service for support programmes to improve sector competitiveness and development; Support and implement an enabling environment for tourists in terms of the National Tourism Second Amendment Act (70 of 2000).
ENQUIRIES: Mr B Nopote at Tel No: (021) 483 9411
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
CLOSING DATE: 20 January 2020

POST 45/201: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 2019-47

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 6 years’ experience in a financial management environment. Competencies: Knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to effectively use computer hardware and software as delivery tools.
DUTIES: Effective and efficient operational management of the Budget management component; Recruitment and selection; Financial Management; Participation in Strategic Management; Co-ordination of the Budgeting and Planning portfolio; Strategic Planning process; Budget process; Adjustment estimate process; Adjustment estimate process; Training in terms of budgeting and planning to line functions; Co-ordinate of the Reporting Portfolio; Quarterly reporting; Annual reporting; Training in terms of reporting to line functions; Committees/Forums/Working groups; Accompany CFO to CFO sector specific forum at National Treasury.
ENQUIRIES: Mr R Le Breton at Tel No: (021) 483 9158
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.
These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

POST 45/202 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: PROCUREMENT REF NO: DEDAT 2019-45

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) with a minimum of 3 years’ administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: PFMA; Supply Chain Management; Procurement prescripts; Excellent communication (written and verbal) skills; Supervisory skills; Excellent report writing skills; Proven computer literacy skills (MS Word, Excel, PowerPoint); Decision making; Organising and Planning; Problem Solving; Analytical Skills.
DUTIES : Provide the following services: Demand Management, Contract Management, Logistics and Payment, File & Database Management and general.
ENQUIRIES : Ms H Baker at Tel No: (021) 483 9297
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

POST 45/203 : PROCUREMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 2019-46

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Experience in the following: Contract administration processes; Supply Chain management processes and procedures. Competencies: A good understanding of the following: Demand Management; Acquisition Management; Public Finance Management Act; AO system; Procurement prescripts; Bidding; Procurement; Written and verbal communication skills; Proven computer literacy.
DUTIES : Administration of compliance documentation; Capture orders on Logistical Information System (LOGIS); Loading of terms of reference on IPS; Download and collate documents from IPS; Draft minutes in meetings; Compile memo’s in task teams; Assist with the opening of bids; Task team preparation; Ensure that compliance is adhered to; Ensure that relevant prescripts are adhered to throughout the procurement processes including LOGIS; Capture orders on LOGIS; Updating of project files; Updating databases daily.
ENQUIRIES : Ms H Baker at Tel No: (021) 483 9297
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note
that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

CLOSING DATE: 20 January 2020

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 45/204: CONTROL ENVIRONMENTAL OFFICER: CRIMINAL INVESTIGATIONS
REF NO: EADP 2019-58

SALARY: Grade A: R495 219 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 4 year Degree or equivalent qualification in Environmental Affairs, Law or related; A minimum of 6 years’ relevant post-qualification experience; A valid driving licence. Recommendations: Completed EMI training course; Environmental Law courses; Management training; Conflict resolution; Experience in environmental law enforcement; Criminal investigations. Competencies: Working knowledge of the following: Functioning of the criminal justice system; Criminal investigations, prosecutions and intergovernmental relations; Budgeting and HR related matters; Excellent communication (written and verbal) skills; Proven computer literacy; Strategic planning skills; Ability to deal with and resolve conflict and have good people skills; Professional, organised and meticulous; Ability to function under pressure and meet strict deadlines.

DUTIES: Manage the Sub-directorate: Criminal Investigations office; Manage human resources; Manage procurement and budgeting; Drafting legally sound documentation pertaining to law enforcement; Managing investigations of environmental crime in conjunction with SAPS and the NPA; Manage joint enforcement operations with other organs of state; Provide legal support pertaining to criminal and administrative enforcement matters.

ENQUIRIES: Mr A Bassier at Tel No: (021) 483 5564

POST 45/205: ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): POLICY INTEGRATION
REF NO: EADP 2019-59

SALARY: R402 045 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree in Environmental Management, Natural Sciences, Law, Planning, Environmental Sciences or related fields; A valid code B driving licence. Recommendations: Legal qualification and experience related to environmental management and development planning; Courses in policy formulation and law reform; Proven years of experience in Planning and environmental legislation and policies, policy and law reform processes related to development planning and environmental management, strategic initiatives, such as policy and law reform and spatial planning. Competencies: Knowledge and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management; Computer Literacy; Sound interpersonal skills; Communication (written and verbal) and report writing skills in at least two of the three official
languages of the Western Cape; Must have the ability to work well within a
team; Must have the ability to work under pressure and independently; Honesty and Integrity.

DUTIES : Policy research and analysis; Coordination of and participation in policy and law reform processes; Specialists policy advice, awareness raising and capacity building related to policy, legislation and strategic planning; Stakeholder engagements and communication related to policy, legislation and strategic issues; Project Management.

ENQUIRIES : Ms A Rossouw at Tel No: (021) 483 2900

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 45/206 : DIRECTOR: PEOPLE STRATEGY
Directorate: People Management

SALARY : R1 057 326 per annum, all-inclusive salary package. (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate qualification (NQF level 7) with at least 5 years’ experience at a middle or senior management level. Inherent requirements of the job: A valid code B/EB driver’s licence. Must be willing to travel. Willingness to function in a team. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Identify service delivery barriers/inefficiencies and to implement interventions/initiatives in order to address these inefficiencies. Knowledge of the Public Service Regulatory Framework. Monitoring and evaluation skills. Possess Public relations, negotiation and facilitation skills as well as presentation and public speaking skills. The ability to exchange information verbally or in writing in a clear, concise manner to explain, persuade, convince and influence others to achieve the desired outcomes. The ability to provide a vision and set direction to meet strategic objectives. The ability to think strategically and analytically. To manage projects with multiple stakeholders.

DUTIES : Coordinate organisational transformation and the rendering of the compensation management function. Effective management of financial resources. Effective management of human resources. Develop a quantitative and qualitative workforce strategy and plan for the short, medium and long term and drivers for change in the health environment. To ensure the strategic coordination of people management policy people planning and an effective information management services. Advise on the development and transformation of the current workforce to respond to new technologies and demands. To Monitor and evaluate compliance with people management strategies, policies, prescripts and practices. To monitor shifts in the workforce and alignment to strategic objectives of the Department in its response to population and patient needs. Manage the Directorate and interface with strategic partners and components.

ENQUIRIES : Ms B Arries Tel No: (021)483 3373 Bernadette.Arries@westerncape.gov.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications.

NOTE : No payment of any kind is required when applying for this post. The Department is busy with a re-organizational exercise and the current thinking is that the post holder will also oversee Performance Management, Transversal matters, Talent Sourcing as well as Head Office component People Administration.

CLOSING DATE : 17 January 2020

128
OTHER POSTS

POST 45/207 : HEAD CLINICAL UNIT GRADE 1 SURGICAL GASTROENTEROLOGY (COLORECTAL SURGERY)

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory

MINIMUM EDUCATIONAL QUALIFICATION: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-Specialist in Surgical Gastroenterology (Colorectal Surgery). Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a Sub-Specialty in Surgical Gastroenterology (Colorectal Surgery). Competencies (knowledge/skills): The candidate must have an excellent track record of clinical and education skills on a postgraduate level. The candidate must be able to provide academic leadership across the Metro West platform and in Groote Schuur Hospital. The candidate needs to stimulate and apply clinical research in the day-to-day working environment and be able to supervise post-graduate research projects. Good managerial and communication skills, as well as analytical and clinical problem-solving skills are essential. The candidate should have the clinical skills to handle complex colorectal/intestinal failure surgical cases. A proven track record of either high-level post-graduate educational skills, preferably on a national level, or a strong research track record is essential. Sufficient clinical skills to handle a large clinical workload, training and supervision of postgraduate students (registrars) as well as fellows in colorectal surgery.

DUTIES : Provide comprehensive clinical and endoscopic services in Groote Schuur Hospital. Provide academic leadership in teaching, training and research, manage the human resources of the unit. Leadership and mentorship of all junior staff as well as staff performance management for the unit.

ENQUIRIES : Prof E Muller Tel No: (021) 406-6229/ E-mail: elmi.muller@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 03 January 2020

POST 45/208 : MANAGER: MEDICAL SERVICES GRADE 1

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Plus a non-pensionable rural allowance of 18% of the basic salary).

CENTRE REQUIREMENTS : Vredendal Hospital, Matzikama Sub-district: West Coast District

MINIMUM EDUCATIONAL QUALIFICATION: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour’s work. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

DUTIES : Strategic and operational management of all health services in the Matzikama Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Matzikama Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service.
delivery of all the health service platforms in the Matzikama Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.

ENQUIRIES: Ms C Bester Tel No: (022) 487-9211 or Catherina.Bester@westerncape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/209: DEPUTY DIRECTOR: EPIDEMIOLOGY AND DISEASE SURVEILLANCE
Directorate: Health Impact Assessment

SALARY: R733 257 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Head Office, Cape Town (based at: Norton Rose House)

REQUIREMENTS: Minimum educational qualification: Honours Degree in Public Health with Advanced Epidemiology and Biostatistics or equivalent. Experience: Appropriate experience in analysing and reporting on large routine health services datasets. Inherent requirements of the job: Ability to work overtime/irregular hours. Valid (Code B/EB) driver’s licence. Ability to travel to the districts and nationally if required. Competencies (knowledge/skills): Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making and problem-solving skills. Extensive knowledge of health services for HIV, TB, NCDs, maternal and child health conditions and related diseases. Ability to independently design and conduct epidemiologic and surveillance analyses using routine data. Excellent computer literacy skills, including high level skills in MS Excel and a statistical package such as Stata or R and ability to understand SQL code.

DUTIES: Develop and implement a population health surveillance strategy that supports the strategic priorities of the Western Cape Department of Health. Co-ordinate and report on Public Health Surveillance. Strengthen and/or set up surveillance and epidemiological investigations. Recommend, support and evaluate public health interventions that could contribute to a reduction in the burden of disease. Capacity Development. Human Resource Management.

ENQUIRIES: Dr M Moodley Tel No: (021) 483-9366, E-mail: Melvin.Moodley@westerncape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/210: OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)
Rural Health Services

SALARY: R562 800 per annum (PN-B3)

CENTRE: Paarl Hospital

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing (General) or Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Work night-duty on a planned schedule to relieve the Night Nursing Manager. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and departmental policies. Basic knowledge and experience in office administration, financial and procurement administration. Basic computer literacy. People Management, disciplinary and
conflict management skills. Experience in the use of clinical equipment and control of budget levels. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within Public Service.

**DUTIES**

Ensures nursing practice occurs in accordance with relevant legislation codes/policies. Effectively manage the utilisation of resources, both human and financial. Quality Improvement. Coordinate training and research. Provide support to Nursing Services, which includes relief duties for the Area Managers on both day and night duty. Maintain professional growth.

**ENQUIRIES**

Mr S Bruiners Tel No: (021) 860 2522 or email: Selvador.Bruiners@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click *online applications.

**NOTE CLOSING DATE**

No payment of any kind is required when applying for this post.

**POST 45/211**

**OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL CARE)**

Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum (PN- B3)

**CENTRE**

Mitchells Plain District Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Post-Basic nursing qualification, with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirement of the job: Ability and willingness to assist with after - hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General Nursing. At least 5 years of the above periods must be appropriate / recognisable experience after obtaining the 1-year qualification in Advanced Midwifery and Neonatology Nursing Science. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and PowerPoint). Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training.

**DUTIES**

Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Information management and utilisation of information technology – data collection and analysis. Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders. Quality Assurance develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410 or email: Aletta.Brown@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click *online applications.

**NOTE CLOSING DATE**

No payment of any kind is required when applying for this post.

**POST 45/212**

**OPERATIONAL MANAGER NURSING (SPECIALTY: 72 HOUR PSYCHIATRY WARD)**

Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Mitchells Plain District Hospital
**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Professional Nurse. A Post-Basic nursing qualification, with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional nurse in General Nursing. At least 3 years of the above period must be appropriate/recognisable experience after obtaining the 1-year qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Ability and willingness to assist with afterhours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills, ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Mental Health Care Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

Clinical governance provide leadership, supervision and direction for the provision of adequate and efficient specialised comprehensive holistic nursing care. Quality Assurance develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual. Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410 or email: Aleta.Brown@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

03 January 2020

**POST 45/213**

**ASSISTANT MANAGER NURSING (AREA NEURO)**

Chief Directorate: Metro Health Services

**SALARY**

R526 800 per annum

**CENTRE**

Western Cape Rehabilitation Centre

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Participate in the analysis, formulation and implementation of nursing guidelines, practises, standards and procedures. Ensure that prescribed policies and procedures are adhered to. Co-ordinate the provision of effective training and research to maintain
professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.

ENQUIRIES : Ms L Saville Tel No: (021) 3702314 email Laetitia.Saville@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 January 2020

POST 45/214 : MEDICAL OFFICER GRADE 1: (SURGERY GENERAL SERVICES) (5/8TH POST)

SALARY : Grade 1: R513 252 per annum (5/8th)
Grade 2: R586 854 per annum (5/8th)
Grade 3: R681 057 per annum (5/8th)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA as Medical Practitioner. Experience: Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience after registration in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Knowledge in management of breast pathology in an out-patients setting. Competencies (knowledge/skills): Provision of evidence-based quality breast related pathology and patient care. Managing a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the breast surgery team. Active involvement of clinical research. Effective administration and management of the breast cancer and referral pathways. Ability to work in a team and under pressure.


ENQUIRIES : Dr K Maart Tel No: (021) 938-4141 or email: Kurt.Maart@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”
CLOSING DATE : 03 January 2020
POST 45/215: CHIEF RADIOGRAPHER (RADIATION ONCOLOGY) GRADE 1

SALARY: R466 119 per annum

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Oncology). Registration with a professional council. Experience: Minimum of 3 years appropriate experience after registration as a Radiographer (Radiation Oncology). Competencies (knowledge/skills): Excellent communication skills. Knowledge of workflows within a radiotherapy department. Computer literate (Word, Excel, PowerPoint). Ability to work within a multidisciplinary team. Innovation. Problem solving.

DUTIES: Co-ordination, supervision and control of all treatment related activities of patients. Co-ordination, supervision and control of resources within a specialised area. Perform radiotherapy treatment and planning according to clinician’s instructions. Management of treatment area workflow and human resources. Provide information and management support to Assistant Director. Ensure that patients are effectively and efficiently cared for while in the Department. Ensure and manage clinical training of students. Participate in continuing professional development activities.

ENQUIRIES: Ms J Meaker Tel No: (021) 938-4177 or email: Jill.Meaker@westerncape.gov.za

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/216: CHIEF DIETICIAN GRADE 1

SALARY: R466 119 per annum

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional body: Registration with the (HPCSA) as Dietician. Experience: A minimum of 3 years appropriate experience in Dietetics after registration with the HPCSA. Competencies (knowledge/skills): Teaching and presentation skills. Human resource and supervisory experience. Good verbal and communication skills with a proficiency in at least two of the three official languages of the Western. ICU clinical nutrition management.

DUTIES: Provide clinical nutrition service in assigned clinical areas. Develop or revise nutritional treatment protocols and policies in specialist areas. Render a support service to the head of the Department of Dietetics. Assist with the administrative and human resource management of the department of dietetics. Assist with the management of enteral feed service. Identify needs, manage and participate in professional training and development of knowledge and skills in the department.

ENQUIRIES: Mr L Naidoo/Ms I Isaacs Tel No: (021) 404-2263/4471, E-mail: lionel.naidoo@westerncape.gov.za/lucille.isaacs@westerncape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/217: OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1

Garden Route District

SALARY: R444 276 per annum (PN-A5) (Plus a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE: Ladysmith Hospital

REQUIREMENTS: Minimum educational qualification: Basic R425 Qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC or a Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in
nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES: Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES: Ms AK Laubscher Tel No: (028) 551-1010 or email: Anita.Laubscher@westerncape.gov.za
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications.
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/218: OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1: (FAMILY MEDICINE AND PSYCHIATRY)
Rural Health Services

SALARY: R444 276 per annum (PN-A2)
CENTRE: George Regional Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts should the need arise, day or night. Willingness to perform duties at irregular hours: e.g. 12-hour shifts. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent writing and communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and conflict management skills. Skilled nurse clinician able to lead the Nursing service within the scope of practice and accepted Nursing standards.

DUTIES: Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES: Ms S Murray Tel No: (044) 802-4538 or email: Sarah.Murray@westerncape.gov.za
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications.
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/219: RADIOGRAPHER (RADIOLOGY ONCOLOGY) GRADE 1 TO 3 (Contract post until 31 December 2020)

SALARY: Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum
(Plus 37% in lieu of service benefits)
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as an Independent Practice Radiographer in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Oncology). **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Oncology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Oncology) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Oncology). Inherent requirement of the job: Willingness to work after-hours. Competencies (knowledge/skills): Ability to treat patients and other staff with patience and empathy.

DUTIES: Perform radiotherapy treatment and planning according to clinician’s instructions. Take care of patients. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development activities. Perform effectively as part of a multidisciplinary team. Render administrative and information support to Unit Manager. Clinical training of students.

ENQUIRIES: Ms J Meaker Tel No: (021) 938-5402 or Jill.Meaker@westerncape.gov.za

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/220: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH) (X3 POSTS)
Cape Winelands Health District

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
(Plus a non-pensionable rural allowance of 8% of basic annual salary).

CENTRE: Witzenberg Sub-district
Drakenstein Sub-district
Breede Valley Sub-district

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape and knowledge in the use of clinical equipment and control of budget levels.

DUTIES: Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the different Sub-districts. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through
education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES:
- Witzenberg Sub-district, Mr L Wawini Tel No: (023) 316-9600, E-mail: Lulamile.Wawini@westerncape.gov.za
- Drakenstein Sub-district, Ms J Bosch Tel No: (021) 862-4520, E-mail: Janine.Bosch@westerncape.gov.za
- Breede Valley Sub-district, Mr G Baatjies Tel No: (023) 348-1340, E-mail: Grant.Baatjies@westerncape.gov.za

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE:
No payment of any kind is required when applying for this post. A practical and a competency test will form part of the selection process. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE:
03 January 2020

POST 45/221: BED MANAGER
Chief Directorate: Metro Health Services

SALARY:
R376 596 per annum

CENTRE:
Karl Bremer Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Health Science registrable with an appropriate Health Professional Council. Experience: Appropriate experience as a health professional in a hospital setting. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy in the Microsoft Office package (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Responsible to lead, guide, support and develop the patient flow management of Karl Bremer Hospital. Apply efficient information management processes relating to bed management activities. Participate in training, development and research. Utilise and manage resources with a focus on cost containment. Manage, evaluate and report on bed management related quality assurance activities and programmes.

ENQUIRIES:
Dr B Smith Tel No: (021) 918-1222 or email: Barry.Smith@westerncape.gov.za

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE:
No payment of any kind is required when applying for this post.

CLOSING DATE:
03 January 2020

POST 45/222: PROJECT MANAGER: (ICT GOVERNANCE)
Directorate: Information Management

SALARY:
R376 596 per annum

CENTRE:
Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-
personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and Service Level Agreement.

**DUTIES**

Provide project management support services for new and existing health ICT Systems. Co-ordinate ICT Governance Structures. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop a process to manage application, data and network security for WCG Health. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.

**ENQUIRIES**

Ms N Roodt Tel No: (021) 483-8801 or email: Natasha.Roodt@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click *online applications)

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

03 January 2020

**POST 45/223**

**ASSISTANT DIRECTOR: LABOUR RELATIONS**

West Coast District

**SALARY**

R376 596 per annum

**CENTRE**

West Coast District Office

**REQUIREMENTS**

Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations in Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal and good time management planning skills. Ability to think analytical and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in the essential services.

**DUTIES**

Support and advice to all staff and supervisors with regards to employee relations. Effective management of all disciplinary matters and disputes. Monitor and maintain the relevant collective bargaining structures. Provide training with regards to employee relations to all employees. Provide advice, guidance and support to your supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary and grievance procedures.

**ENQUIRIES**

Adv W Small Tel No: (022) 487-9208, E-mail: Willem.Small@westerncape.gov.za

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**CLOSING DATE**

03 January 2020

**POST 45/224**

**GISC TECHNOLOGIST**

Directorate: Information Management

**SALARY**

Grade A: R363 894 per annum
Grade B: R414 189 per annum
Grade C: R473 574 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: Appropriate 3 to 4 years GISc or related Bachelor degree in Geographic information Systems/Geography or Environmental Science and formal training in Esri products (ArcGIS). Registration with a professional council: Plato registration as a GISc Technologist. Experience: **Grade A**: 3 year post qualification experience in a GISc, data management and information management environment. **Grade B**: 14 years appropriate/recognisable experience in an area after registration with Plato. **Grade C**: 26 years appropriate/recognisable experience in an area after registration with Plato. Inherent requirements of the job: Valid code B/EB driver’s licence. Ability to travel within the Western Cape Province and overnight (if and when required). Willingness to work extended hours based on operational requirements/service delivery needs. Competencies (knowledge/skills): Excellent knowledge of geographic information systems, spatial modelling and analyses, standards and related policies/acts. Advanced knowledge of data management, information and communication technology.
systems. Project management, presentation and report writing skills. Ability to think strategically, innovate, work independently and demonstrate leadership in complex applications.

**DUTIES**

Administration and governance of an integrated spatial information function, processes and solutions. Ensure standardisation and integration of GIS into the departmental data and information systems. Provide GIS services in support of information management activities of the department and external stakeholders including health mapping services, spatial data management/modelling/analyses for decision making, planning and monitoring and evaluation. Management of various GIS projects from project initiation to development and delivery. Facilitate GIS advocacy, awareness and capacity building of GIS as a decision-making support system in the department.

**ENQUIRIES**

Ms L Shand Tel No: (021) 483-2639 or email: Lesley.Shand@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications.

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

03 January 2020

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**POST 45/225**

**COMMUNICATION OFFICER: DIGITAL**

Directorate: Communication

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: Appropriate 3-year qualification Degree/Diploma in Journalism Public Relations or Marketing. Experience: Appropriate experience in Communication in related working environment/field. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Analytical and problem-solving abilities. Digital response management. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Experienced in Writing for Humans with the ability to work independently. Operational management capability. Knowledge in Site Building Toolkit (SBT).

**DUTIES**

Form part of Provincial communications team to ensure strategic objectives and campaigns. Response handling including generating, posting and placement of suitable digital content. Liaise with Agency to maximise paid-for digital campaigns (briefs, concepts, schedules). Daily monitoring of website, intranet, social media platforms and identify risks and opportunities on digital media. Adapt existing campaigns to suit digital platforms.

**ENQUIRIES**

Mr Mark van der Heever Tel No: (021) 483 3245 or email: Mark.vanderHeever@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications.

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

03 January 2020

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**POST 45/226**

**SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

(2-Year Contract)

Directorate: Financial Accounting

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirements of the job: Valid (code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spreadsheet, report writing and drafting of Word documents, MS PowerPoint presentations). Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP). Standards and/or International Financial Reporting Standards (IFRS). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of BAS, LOGIS and support systems will be an added advantage.
**DUTIES:**

**ENQUIRIES:**
Ms Lee-Andrea Mars, Tel. No: (021) 483-4209, E-mail: Lee-Andrea.Mars@westerncape.gov.za

**APPLICATIONS:**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE:**
No payment of any kind is required when applying for this post.

**CLOSING DATE:**
03 January 2020

**POST 45/227:**
**COMMUNITY LIAISON OFFICER**
West Coast District

**SALARY:**
R316 791 per annum

**CENTRE:**
West Coast District Office, Malmesbury

**REQUIREMENTS:**
Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in facilitating community engagement and participation. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Optimal and efficient Project Management skills at community level in relation to integrated health services. Good knowledge of Health related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Excellent computer literacy (Ms. Word, PowerPoint and Excel), training and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.

**DUTIES:**
Plan and ensure successful implementation of the Health Facilities Board Act. Interface management with health orientated community organisations to ensure effective communication between services and the communities. Plan, coordinate, conduct and monitor effective capacity building programs and interventions for relevant role players. Responsible for the representation and marketing of the district health services at the relevant health orientated community organisations. Interact with district management, other components and colleagues of the rural health services platform, contributing to achieve objectives and targets, including the Western Cape on Wellness. Perform related comprehensive administrative duties.

**ENQUIRIES:**
Ms AC Campbell Tel No: (022) 487-9263/E-mail: Anne.Campbell@westerncape.gov.za

**APPLICATIONS:**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE:**
No payment of any kind is required when applying for this post.

**CLOSING DATE:**
03 January 2020

**POST 45/228:**
**PROFESSIONAL NURSE GRADE 2 TO 3 (GENERAL: HIV/AIDS)**
Chief Directorate: Metro Health Services

**SALARY:**
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum

**CENTRE:**
Valkenberg Hospital

**REQUIREMENTS:**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Proof of registration with the SANC as Professional Nurse for 2019/20. Experience: **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Basic computer literacy skills. Additional courses in HIV care will be an advantage. Experience in HIV/ARV and/or TB Care.
DUTIES:
Effectively manage and utilise physical, financial and human resources. TB screening and management of prophylaxis treatment. Record-keeping and administrative activities, including completing ARV register (in the absence of the Clerk). Effectively maintain professional growth and participate in training of staff, patients and families. Assist in the management of an ambulatory clinic for HIV infected patients with focus on ARV care and TB. Coordinate the HIV Counselling and Testing (HCT) campaign.

ENQUIRIES:
Mr Mapitsi Photo Tel No: (021) 8265 801 email Mapitsi.Photo@westerncape.gov.za

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE:
No payment of any kind is required when applying for this post. A practical and a competency test will form part of the selection process.

CLOSING DATE:
03 January 2020

POST 45/229: MEDICAL OFFICER GRADE 1: (SURGERY GENERAL SERVICES) (3/8TH POST)

SALARY:
Grade 1: R307 953 per annum (3/8th)
Grade 2: R352 113 per annum (3/8th)
Grade 3: R408 363 per annum (3/8th)

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Knowledge in management of breast pathology in an out-patients setting. Competencies (knowledge/skills): Provision of evidence-based quality breast related pathology and patient care. Managing a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the breast surgery team. Active involvement of clinical research. Effective administration and management of the breast cancer and referral pathways. Ability to work in a team and under pressure.

DUTIES:
Provision of evidence-based quality breast related pathology and patient care. Managing a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the breast surgery team. Active involvement of clinical research. Effective administration and management of the breast cancer and referral pathways.

ENQUIRIES:
Dr K Maart Tel No: (021) 938-4141 or email: Kurt.Maart@westerncape.gov.za

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE:
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE:
03 January 2020
**POST 45/230**: INDUSTRIAL TECHNICIAN: GENERAL ENGINEERING  
(2 Year Contract)  
Directorate: Engineering and Technical Support (Bellville)

**SALARY**: R257 508 per annum (plus 37% in lieu of service benefits)

**CENTRE**: Head Office, Cape Town


**DUTIES**: Assist the Deputy Director with technical activities including management of the PACS project. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Assist in managing the execution of maintenance strategy, set engineering maintenance standards and monitor maintenance efficiencies to attain organisational objectives. Provide and effective engineering service for projects, programmes across operations including risk management. Assist in administrative functions in terms of budget management, compiling and submission of reports and development of engineering operational plan. Ensure continuous research and development.

**ENQUIRIES**: Mr S Reichert Tel No: (021) 830 – 3768 or email: Stephan.Reichert@westerncape.gov.za

**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**: No payment of any kind is required when applying for this post.

**CLOSING DATE**: 03 January 2020

**POST 45/231**: OPHTHALMOLOGY TECHNICIAN GRADE 1 TO 2

**SALARY**:  
Grade 1: R210 567 per annum  
Grade 2: R248 034 per annum

**CENTRE**: Groote Schuur Hospital, Observatory

**REQUIREMENTS**: Minimum educational qualification: Two years of in-service training on ophthalmic specialised equipment after obtaining Level 1 and 2 Ophthalmic Assistant courses and registration with the OSSA. Experience: Grade 1: None after obtaining the appropriate qualification or prescribed in-service training. Grade 2: A minimum of 10 years appropriate experience after obtaining the appropriate qualification or prescribed in-service training. Competencies (knowledge/skills): Ability to acquire technical skills. Ability to communicate effectively. Ability to work independently.

**DUTIES**: Assisting an Ophthalmologist, Registrar or Ophthalmic Medical Officer in OPD, Theatre and Ophthalmology wards by performing technical special examinations related to Ophthalmology. Responsibility for maintenance of equipment and consulting room hygiene. Assisting in ophthalmic counselling and the distribution of information material and keeping accurate and retrievable patient records, as well as consulting room provisioning.

**ENQUIRIES**: Prof N Du Toit Tel No: (021) 406-6216/E-mail: nagib.dutoit@uct.ac.za

**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**: No payment of any kind is required when applying for this post.

**CLOSING DATE**: 03 January 2020

**POST 45/232**: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)  
Chief Directorate: Rural Health Services

**SALARY**:  
Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum

**CENTRE**: Paarl Hospital
REQUIREMENTS:
Minimum educational qualification: Electrical Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties and attend to emergency breakdowns afterhours. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Knowledge in Electrical, Air-conditioning and Refrigeration Systems. Supervisory experience including People- and Financial Management. Problem solving and analysis skills.

DUTIES:
Check, maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms. Manage and supervise work schedule for the division and assist in supervising and training of staff. Manage and assist with the execution of maintenance projects/repairs within the health facility. Exercise control over tools and materials. Learn, comply and become knowledgeable with in-house systems and procedures.

ENQUIRIES:
Mr G R Abrahams Tel No: (021) 860-2797. Gregory.Abrahams@westerncape.gov.za

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications

NOTE:
No payment of any kind is required when applying for this post.

CLOSING DATE:
03 January 2020

ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Directorate: Engineering and Technical Support Services

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES:
Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES:
Mr L Semono Tel No: (021) 830 3752 or email: Leslie.Semono@westerncape.gov.za

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications

NOTE:
No payment of any kind is required when applying for this post.

CLOSING DATE:
03 January 2020

SENIOR SECURITY OFFICER

REQUIREMENTS:
Minimum educational qualification: Senior certificate (or equivalent). Registration with a professional body: Registration with the Security Board of South Africa in terms of the Security Industry Regulations Act 56 of 2001. Experience: Appropriate experience. Inherent requirement of the job: Compulsory to work shifts and be available at short notice. Competencies (knowledge/skills): Sound written and verbal communication skills. Knowledge of Occupational Health and Safety regulations. Written and verbal communications skills in at least two of the three official languages of the
Western Cape. Knowledge of security regulations and procedures. Ability to work under pressure. Ability to work in a team and independently.

**DUTIES:**
Supervisory skills and optimal utilisation of subordinates staff. Perform all clerical duties. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to perform routine structured task. Ability to adhere to safety standards. Access control inside and outside buildings. Patrol corridors and estate of the hospital. Check all security equipment and facilities. Investigation of complaints regarding thefts. Monitor and respond to fire and security alarms. Assist with Key control. Render emergency service in respect of Fires, emergency patient arrivals and casualty. Assist with handling of aggressive/uncontrolled patients and visitors.

**ENQUIRIES:**
Ms S Cupido Tel No: (021) 658-5452/E-mail: Sandra.Cupido2@westerncape.gov.za

**APPLICATIONS:**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE:**
No payment of any kind is required when applying for this post.

**CLOSING DATE:**
03 January 2020

**POST 45/235:**
**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
(12 Months Contract Post)
Cape Winelands Health District

**SALARY:**
R173 703 per annum plus 37% in lieu of benefits

**CENTRE:**
Montagu Hospital, Langeberg Sub-district (based at: Robertson Hospital)

**REQUIREMENTS:**
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in LOGIS and Integrated Procurement system and financial procedures. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and working overtime. Competencies (knowledge/skills): Good co-ordination and problem solving skills. Ability to work independently or as part of a team. Good Communication and Organisation skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the SCM/ LOGIS System, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Computer literacy (MS Office: Word, Excel, Outlook (email), LOGIS and BAS).

**DUTIES:**
Assistance with specification compilation, demand and acquisition capture requisitions. Ensure all purchases are done according to existing State contracts and delegations. Authorise orders on system and maintain 0-9 files and follow-up on outstanding goods. Receipt of stock, consumables and assets for Langeberg Sub-district. Assist with annual stock take and relief in other LOGIS/Finance sections when required. Handle verbal, telephonic and written enquiries.

**ENQUIRIES:**
Ms M le Kay Tel No: (023) 626-8524, E-mail Minnie.LeKay@westerncape.gov.za

**APPLICATIONS:**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE:**
No payment of any kind is required when applying for this post.

**CLOSING DATE:**
03 January 2020

**POST 45/236:**
**HANDYMAN (MECHANICAL)**

**SALARY:**
R145 281 per annum

**CENTRE:**
Groote Schuur Hospital, Observatory

**REQUIREMENTS:**
Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding tasks. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication in at least two of the three official languages of Western Cape Province. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

**DUTIES:**
Assist with the execution of mechanical projects which will include fabrication and Welding. Maintain and repair equipment at the hospital. Assist other
departments within the workshop set up. Ability to work independently and within a team set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools.

ENQUIRIES : Mr AK Mgcdc/Mr EM Sithole Tel No: (021) 404-6251/6212/E-mail: Angelo.Mgcd@westerncape.gov.za /Ebenezar.Sithole@westerncape.gov.za

APPLICATIONS : Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION NOTE : Mr M Benjamin

CLOSING DATE : 03 January 2020

POST 45/237 : STERILISATION OPERATOR PRODUCTION (CSSD)
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum

CENTRE : Victoria Hospital, Wynberg

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a co-operative way within a team context with good interpersonal skills. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen.

DUTIES : Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques, including decontamination, packing and sterilisation of instruments, linen and supplies. Promote/adhere to infection control as well as health and safety regulations. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Cost effective utilisation of resources and maintain equipment in optimum working condition. Monitor, control and maintain adequate stock levels, assist and report with investigation of lost instruments/equipment. Support to the supervisor and team members.

ENQUIRIES : Mr P Jeftha Tel No: (021) 799-1125, E-mail: Patrick.Jeftha@westerncape.gov.za

APPLICATIONS : Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

FOR ATTENTION NOTE : Ms Z Peter

CLOSING DATE : 03 January 2020

POST 45/238 : CHILD MINDER (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Ability to perform child minding activities, multitask and take overall responsibility for each child. Educare teaching and training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Provide quality child care to children at the LGH Childcare Centre and create a safe, stimulated and happy environment for the children. Supervise the children between the ages 1 to 6 years. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Basic education and training of children and monthly reporting. Maintain a clean and healthy environment to prevent infections.

ENQUIRIES : Mr M Barnard Tel No: (021) 370-1356, E-mail: Martin.Barnard@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/239: SEAMSTRESS

SALARY: R122 595 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC) or Grade 9 (Std. 7). Experience: Appropriate pattern design and sewing experience. Inherent requirements of the job: Willingness to work weekends and public holidays when necessary. Must be able to lift heavy bags/rolls of material. Knowledge of sewing and sewing machines. Ability to achieve and maintain good interpersonal relations with staff. Good numerical skills. Ability to communicate effectively in at least two of the official languages of the Western Cape. Knowledge of and the ability to interpret the Western Cape Hospital Linen Management Policy.

DUTIES: Effective sewing service to the hospital. Must be able to take accurate measurements and design patterns. Assist with the monitoring of linen quality, recycle used linen and manufacture new items. Be part of the Linen pre-condemning committee of the hospital. Perform relief duties within the hospital linen management setup. Effective stock, procurement and control of sewing service items. Perform certain filing/admin functions and record keeping for sewing services. Liaise with various internal departments regarding hospital linen matters.

ENQUIRIES: Ms U Sandile Tel No: (021) 404-4388, Email: Unathi.Sandile@westerncape.gov.za

APPLICATIONS: Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION: Mr MS Benjamin
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/240: HOUSEHOLD AID
Cape Winelands Health District

SALARY: R102 534 per annum
CENTRE: Robertson Hospital
REQUIREMENTS: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate household aid experience in a health facility. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays, night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Dust, wash, scrub, polish, waste handling and maintenance of general neatness and hygiene of the wards on a daily basis. Adherence to OHS and IPC policies. Responsible for handling of clean and soiled linen on ward level according to IPC policies and ward systems. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.

ENQUIRIES: Ms N Liebenberg Tel No: (023) 626-8598, Email: Naomi.Liebenberg@westerncape.gov.za

APPLICATIONS: Manager: Medical Services, Robertson Hospital, Private Bag X617, Robertson, 6705.

FOR ATTENTION: Ms TM Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/241: FOOD SERVICES AID
Cape Winelands Health District

SALARY: R102 534 per annum
CENTRE: Ceres Hospital
**REQUIREMENTS**  
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**  
Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescriptions, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

**ENQUIRIES**  
Ms A Pietersen  
Tel No: (023) 316-9602  
E-mail: Aldine.Pietersen@westerncape.gov.za

**APPLICATIONS**  
Medical Manager: Ceres Hospital, Private Bag X54, Ceres, 6835.

**FOR ATTENTION**  
Mr WJ Owen

**NOTE**  
No payment of any kind is required when applying for this post.

**CLOSING DATE**  
03 January 2020

**POST 45/242**  
**DRIVER (LIGHT DUTY VEHICLE)**  
Cape Winelands Health District

**REQUIREMENTS**  
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

**DUTIES**  
Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

**ENQUIRIES**  
Mr P Kleintjies  
Tel No: (023) 626-8551  
E-mail: Patrick.Kleintjies@westerncape.gov.za

**APPLICATIONS**  
Manager: Medical Services, Langeberg Sub District, Private Bag X617, Robertson 6705.

**FOR ATTENTION**  
Ms TM Padiachy

**NOTE**  
No payment of any kind is required when applying for this post.

**CLOSING DATE**  
03 January 2020

**POST 45/243**  
**FOOD SERVICES AID**  
Overberg District

**REQUIREMENTS**  
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good organising and communication skills.

**DUTIES**  
Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescriptions.
Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr DW Brecht Tel No: (028) 424-2652 or email: Dennis.Brecht@westerncape.gov.za
APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : The Overberg District: Private Bag X07, Caledon, 7230. Ms A Brits : No payment of any kind is required when applying for this post. 03 January 2020

POST 45/244 : MESSENGER

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Literacy and numeracy skills. Experience: Appropriate experience of messenger or basic office work. Inherent requirements of the job: Physically able to move freely between various areas of the hospital. Competencies (knowledge/skills): Ability to participate and work as part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Good communication skills. Must maintain effective interpersonal skills. Visual acuity.

DUTIES : Provide a messenger service - collection and distribution of postal material. Provide a support service to nursing and the administration service. Maintain statutory requirements of the post.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055 or email: Francilee.Marthinus@westerncape.gov.za
APPLICATIONS FOR ATTENTION CLOSING DATE : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505. Ms V Meyer : 03 January 2020

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 20 January 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 45/245 : ASSISTANT DIRECTOR: GOVERNANCE FRAUD AND LOSSES MANAGEMENT REF NO: LG 2019-41

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or higher qualification); A minimum of 3 years’ relevant experience in an Internal Control and Governance environment or similar environment. Recommendations: Financial background in the Public Sector Finance. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act; National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government Accounting Standards (GRAP ; Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and
governance framework; Render advice on policy development relating to Supply Chain Management; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Ensure the implementation and maintenance of an integrated loss control system; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the FIU; Provide support with the management of fraud prevention in the department; Co-ordinate capacity building initiatives and fraud prevention on behalf of the department; Perform Human Resource Management related responsibilities for the department including performance management, development and evaluation thereof, recruitment and selection and maintain discipline; Perform supervisory task with regards to the Sub-directorate.

ENQUIRIES: Mr P. Solomons at Tel No: (021) 483 4566

POST 45/246: STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: LG 2019-39

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 2 years’ relevant experience in internal control/ audit and governance environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury instruction); Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks' Government Financial Systems; Written and verbal communication skills; Proven computer literacy; Monitoring, evaluation and reporting; Problem solving and research skills.

DUTIES: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and governance framework; Render advice on policy development i.e. SCM; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO. GAP and FMCM; Manage and co-ordinate financial/ non-financial responses for the department in respect of Internal Audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management; Conduct preliminary investigations

ENQUIRIES: Ms S Kennedy at Tel No: (021) 483 9458
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate Certificate or Diploma (1-2 year post-school qualification or higher); A minimum of 3 years relevant administrative experience. Recommendations: Extensive experience and working knowledge of office administration; proven experience in financial management (budget administration) as well as supply chain management; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies and legislation; Public sector reporting procedures; Human resource management and financial administration prescripts; Planning and organising; Verbal and written communication skills; Proven computer literacy in MS Office; Analytical thinking; Interpretation; Facilitation and research.
**DUTIES:** General daily administrative tasks such as typing, filing, copying, faxing; Updating of data-base register and incoming and outgoing correspondence with the relevant tracking system; Acting as secretariat with regard to meetings for the Sub-Directorate; Liaise with municipalities on monitoring functions and to support municipalities with the implementation of the Municipal Property Rates Act, no. 6 of 2004; Assist the Assistant Director with the execution of statutory responsibilities and all relevant legislation; Assist in the evaluation and reporting on feedback obtained from monitoring procedures; Complete and follow-up S & T claims; Assist with the analysis and evaluation of municipality’s property rates policies; Assist with all valuation and property rates queries, e.g. Ministerial, Parliamentary and Public; Assist with the execution of valuation and rates monitoring procedures.

**ENQUIRIES:** Ms MB Cloete at Tel No: (021) 483 4235

**POST 45/248**

**COMMUNITY DEVELOPMENT WORKER: REGION (OVERBERG) REF NO: LG 2019-40**

**SALARY**: R208 584 per annum (Level 06)

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years’ proven experience in community development. Recommendations: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

**DUTIES**: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES**: Mr M Bell at Tel No: (021) 483 3039

**POST 45/249**

**COMMUNITY DEVELOPMENT WORKER (METRO) REF NO: LG 2019-42**

**SALARY**: R208 584 per annum (Level 06)

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years’ proven experience in community development; A valid code B driving licence. Recommendations: Community Development Leadership Certificate; A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

**DUTIES**: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES**: Mr M Bell at Tel No: (021) 483 3039

**POST 45/250**

**REGISTRY CLERK: RECORD MANAGEMENT AND SUPPORT SERVICES (AUXILIARY SERVICES) REF NO: LG 2019-43**

**SALARY**: R173 703 per annum (Level 05)

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) Recommendations: A valid (Code B or higher) driving licence; Registry experience; Working knowledge of a File Tracking System. Competencies: A good understanding of the following: Provincial Archives; Records Services Act; J Track file tracking
system; Planning and coordination of registry activities and planning of resources needed; Departmental procedures; Good verbal and written communication skills; Planning; organising skills; Proven computer literacy.

**DUTIES**

Applications of registry procedures; Maintenance of the filing system and records control schedule; Control of franking machine and remittance register; Application of the file tracking system.

**ENQUIRIES**

Ms N Mrwuzeli at Tel No: (021) 483 8147

**POST 45/251**

**ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING**

**REF NO:** LG 2019-37

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Relevant working experience; Working knowledge of the functioning of Local Government and Government Financial systems; A valid driving licence. Competencies: A good understanding of the following: Provincial budgetary cycle and associated processes; Expenditure control processes; Administration systems (filing and record keeping); Office Administration; Proven computer literacy (MS Office); Written and verbal communication skills; Excellent minute-taking and writing skills; Strong conceptual, analytical and formulation skills; Good planning and organising skills.

**DUTIES**

Provide administrative support to Integrated Development Planning as regard administrative, financial and communication needs; Provide project based and administrative support to Integrated Development Planning support actions to municipalities on integrated development planning; Liaise with provincial departments and other stakeholders; Administer the database relating to project.

**ENQUIRIES**

Mr I McKenzie at Tel No: (021) 483 3683

**DEPARTMENT OF THE PREMIER**

**CLOSING DATE**

20 January 2020

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 45/252**

**APPLICATION DEVELOPMENT MANAGER: HEALTH AND SOCIAL DEVELOPMENT**

**REF NO:** DOTP 2019-94

**SALARY**

R733 257 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification); A minimum of 5 years’ experience in a ICT environment of which 3 years must be middle management experience; A valid code B driving licence. Recommendation: Experience in the full system development life cycle of Enterprise Scale Applications; Proven experience in managing a team of ICT System Professionals; Experience in a variety of current development environments including Oracle, Net, C++; Experience in managing systems development in the public sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-motivated and disciplined; Planning, organising and Problem solving.

**DUTIES**

Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning,
development, implementation and maintenance; Maintain Systems and Enterprise information Architectures within provincial strategies and Central Architecture Framework; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component’s management team; Contract Management and drafting and managing SLA’s with large vendors in the systems development arena.

ENQUIRIES
Mr L Benting at Tel No: (021) 483 8941

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/253
LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS REF NO: DOTP 2019-99

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of the Premier, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/ Law; A minimum of 1-year administrative experience; A valid code B driving licence. Competencies: Extensive knowledge of Public Service Act and Public Service Regulations, prescript, labour relations, Human Resource Management and Conflict Management; Knowledge of appropriate labour legislation; Knowledge of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office.

DUTIES
Handle misconduct matters; Handle grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct and grievance matters; Handle disputes; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, queries and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations.

ENQUIRIES
Mr P Samuel at Tel No: (021) 483 4646

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/254
RECEPTIONIST: PTE GENERAL SUPPORT REF NO: DOTP 2019-95

SALARY
R122 595 per annum (Level 03)

CENTRE
Department of the Premier, Western Cape Government

REQUIREMENTS
Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Proven experience of general farm work; Proven skills of working with farm animals; Working knowledge and skills to do farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); A valid Competencies: A good understanding of the following: Government procedures; Communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Good grooming and telephone etiquette; Organising skills.

DUTIES
Receptionist duties: Attend to visitors upon arrival; Liaise with the different departments regarding correspondence to and from Kromme Rhee; Answering the telephone, receipt and transmission of messages; Faxing of all outgoing faxes and receiving all incoming faxes; Allow access to people coming to Kromme Rhee; Admin duties: Compile and type correspondence; Design forms and documentation; Distribute and direct enquiries and correspondence; Manage record-keeping and follow-up of enquiries and correspondence; Quality check all outgoing documentation; Filing of documentation.

ENQUIRIES
Ms A Kidd-Anderson at Tel No: (021) 865 8021

APPLICATIONS
To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to
Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 20 January 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 45/255 : ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 2019-50 (X3 POSTS)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree qualification; A minimum of 3 years management experience in Economics/Policy Research/Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving licence. Recommendation: An appropriate Masters Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of the following: Public sector strategic planning and budgeting; Excellent communication (written and verbal); Proven computer literacy; Research writing; Presentation and reporting skills; Strategic thinking and analytical ability.

DUTIES : Manage, consolidate and compile annual budget policy; Conduct research and analysis of economic, budget and policy trends and issues to inform provincial budget policy and budget allocations; Monitor, assess and evaluate budget implementation to inform planning and resource allocation; Drive the Medium Term Expenditure Framework (MTEF) and the annual budget process; Recommend budget allocations which are in line with Government strategic priorities and promoting the integration of policy spending and delivery; Provide expert advice and support to Departments and public entities on the requisite legislation and policy requirements in terms of provincial budgets and the budget process; Project, Financial and People management of various processes in line with the scope of the Provincial Government Budget Office.

ENQUIRIES : Ms R Slinger at Tel No: (021) 483 4023

POST 45/256 : ASSISTANT MANAGER (ASSISTANT DIRECTOR): MANAGEMENT ACCOUNTING REF NO: PT 2019-52

SALARY : R376 596 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Finance Management; A minimum of 3 years supervisory experience working in a financial environment. Recommendation: Relevant experience in the budgeting process; Basic Accounting System (BAS) experience. Competencies: Extensive knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills; Proven computer literacy (MS Word,
**EXCEL, POWERPOINT, INTERNET, OUTLOOK;** Problem solving; Planning and organising; Innovation; Detail orientation; Team work; Ability to work under pressure and meet strict deadlines.

**DUTIES**
- Managing, monitoring, controlling and reporting on revenue and expenditure;
- Managing the Medium-Term Expenditure Framework (MTEF) budget process, including the compilation and management of the main budget and the adjustment estimates budget; Coordination of the Departmental Annual Report.

**ENQUIRIES**
Ms N Cullis at (021) 483 8188

**POST 45/257**
CHIEF SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT AND CONTRACT MANAGEMENT REF NO: PT 2019-51

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Provincial Treasury, Western Cape Government

**REQUIREMENTS**
- Senior Certificate (Grade 12 or equivalent) with accounting and/or mathematics as a passed subject; A minimum of 3 years’ experience in Supply Chain Management. Recommendation: Experience in the following: Logistical Information System (LOGIS); Accounting Office System (AOS); Integrated Procurement Solution (IPS). Competencies: Knowledge of the following: Supply Chain Management policies; Public Finance Management Act (PFMA); National Treasury regulations; Provincial Treasury Instructions; Written and verbal communication skills; Proven computer literacy.

**DUTIES**
- Bid Management (Bid invitation and evaluation) support; Supervise and render acquisition support services; Accurate filing of bid documentation for recording purposes; Secretariat function to the committees; Supervisory function.

**ENQUIRIES**
Ms T Ndlazi at (021) 483 8915

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE**
20 January 2020

**NOTE**
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 45/258**
SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT REF NO: DSD 2019-144

**SALARY**
- Grade 1: R363 801 – R407 625 per annum (OSD as prescribed)
- Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
- Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of eight (8) years appropriate experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

**DUTIES**
- Develop, implement and maintain social work policies aimed at Victim Empowerment; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and...
compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES : Mr M Gaba at Tel No: (021) 483 4212
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/259 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET REPORTING AND ANALYSIS REF NO: DSD 2019-31

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree with a minimum of 2 years' asset management experience. Recommendation: Working knowledge and experience in LOGIS system. Competencies: Knowledge of the following: Legislation policies prescripts related to the PFMA; Tender procedures; Treasury instructions; Departmental Delegations 36, KST 37 and Department Procurement Framework; Knowledge of the LOGIS system; Good communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.

DUTIES : Assist with the development and review of departmental asset management plans for implementation; Oversee the maintenance of the departmental asset register; Manage the physical asset verification process; Develop, implement and manage mechanisms to safeguard assets; Manage asset reporting analysis, Participate in the recruitment and selection of staff; Monitor information capacity building; Promote sound labour relations; Provide strategic direction to and manage policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Mr K Jackson at Tel No: (021) 483 8474
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/260 : STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING, REF NO: DSD 2019-32

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance Accounting; A minimum of 3 years relevant experience. Competencies: Knowledge and understanding of the following: PFMA, NTR, OPTI, DORA, departmental instructions and delegations; Financial Management Systems (FMS) and PERSAL; Compilation of financial statements; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Report writing; Analytical problem solving; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy; Numeric and mathematical skills.

DUTIES : Compile and manage the departmental budget and Mid Term Expenditure Framework (MTEF) processes and assist with the compilation of Financial Circulars and final MTEF budget; Manage the departments expenditure and revenue by monitoring expenditure against funds as well as cashflow; Evaluate and compile revenue budget for the department and reports thereof; HR administration and supervision of subordinates.

ENQUIRIES : Ms J Abercrombie at Tel No: (021) 483 3927
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/261: SUPPLY CHAIN MANAGEMENT PRACTITIONER: CONTRACT MANAGEMENT AND ADMINISTRATION REF NO: DSD 2019-56

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree; A minimum of 3 years’ experience in a supply chain management environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA, National Treasury regulations-NTR’s; Provincial Treasury Directives/Instructions-PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services and policy and procedures governing these functions; General support services such as transport management and policy and procedures governing these functions; Good communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.

DUTIES: Contract Management and administration; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Monitor and coordinate supplier performance; Develop service level agreements for contract management and administration.

ENQUIRIES: Mr K Jackson at Tel No: (021) 483 8474
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/262: STATE ACCOUNTANT: BUDGET AND PLANNING REF NO: DSD 2019-124

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/or higher qualification); A minimum of 2 years’ experience in financial management environment. Competencies: Knowledge of policy development; Communication skills (written and verbal); Financial norms and standards; Budgeting process; Analytical thinking; Budgeting skills, Numeracy and accuracy; Computer literacy; Conflict resolution; Problem solving; Research.

DUTIES: Ensure an integrated, effective and efficient budget planning system in respect of revenue and expenditure: Manage the departmental budget process; Prepare inputs for strategic plan and annual performance plan; Manage the departmental medium-term expenditure committee (MTEC) process; Maintain and monitor financial information; Prepare a breakdown of estimated revenue expenditure; Manage roll over of funds; Develop and maintain policies, procedures and processes. Ensure an integrated, effective and efficient in-year budget monitoring, reporting an adjustment system: Manage the monitoring of revenue and expenditure; manage the monthly, quarterly and annual reporting processes; Manage the revenue and expenditure adjustment estimate processes.

ENQUIRIES: Mr D Holley at Tel No: (021) 483 4276
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/263: GENERAL WORKER: ADMIN (BONNYTOWN) REF NO: DSD 2019-146

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Able to read and write (basic literacy)/ Adult basic education and training (ABET); Recommendation: Proven experience of general farm work; Proven skills of working with farm animals; Working knowledge and skills to do farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); A valid driving license. Competencies: A good understanding of
the following: Basic communication skills; Basic literacy skills ability to work in a garden and handle equipment.

**DUTIES**
- Perform general assistant work; Maintain premises, Maintain and clean premises and surroundings and surroundings; Keep and maintain cleaning materials and equipment; Maintain the garden and grounds.

**ENQUIRIES**
- Mr EJ Buys at Tel No: (021) 986 9102

**APPLICATIONS**
- To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

**NOTE**
- Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

**POST 45/264**
- DRIVER HANDYMAN: OUTFENIKWA GEORGE (ADMIN) REF NO: DSD 2019-143

**SALARY**
- R122 595 per annum (Level 03)

**CENTRE**
- Department of Social Development, Western Cape Government

**REQUIREMENTS**
- Grade 10 (Junior certificate or equivalent); A minimum of 1 year’ relevant experience working in a registry environment; A valid code B driving license with a professional valid driving permit (PDP). Competencies: Communication skills; Ability to work in a team and independently; Ability to perform routine tasks; Ability to work under pressure; excellent handyman skills; Customer services.

**DUTIES**
- Stand-by services for emergency trips and after hour transport duties; Maintenance of the official vehicle being utilized; Ensure that it is clean and serviced; Transport officials and passengers to and from designated destinations; Perform general transport duties; Maintenance of office buildings; Maintenance of office equipment and furniture.

**ENQUIRIES**
- Ms B Nicholas at Tel No: (044) 803 7500

**APPLICATIONS**
- To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

**NOTE**
- Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**
- 20 January 2020

**NOTE**
- Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
POST 45/265: CANDIDATE ENGINEER: PROVINCIAL ROAD NETWORK MANAGEMENT (CIVIL) REF NO: TPW 2019-244

2 Contract positions available for 2-Years

SALARY: R618 732 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES: Mr A Nell at Tel No: (021) 483 2013

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/266: CANDIDATE ENGINEER: PROVINCIAL ROAD NETWORK MANAGEMENT (MECHANICAL) REF NO: TPW 2019-245

3 Contract positions available for 2-Years

SALARY: R618 732 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES: Ms M. Hofmeyr at Tel No: (021) 483 3999

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/267: ASSISTANT DIRECTOR: ICT COORDINATOR REF NO: TPW 2019-229

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Information Technology or related field of study; A minimum of 3 years working experience in the ICT Governance, ICT Service Management or similar environment. Recommendations: Working knowledge of the following: Microsoft environment; Information Technology Information Library(ITIL); Control Objectives for Information and Related Technologies (COBIT 4); Valid driving licence (Code B or higher) Competencies: Knowledge of the following frameworks: Applicable legislative and regulatory requirements, policies and standards; ICT Policy understanding and implementation; Principles and processes for providing customer and personal services. Including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods and tools; Business and management principles involved in strategic planning, resource allocation, human resources; modelling, leadership techniques, production methods and coordination of people and resources; Relationship management; Business Analytic; Applied strategic thinking skills.

DUTIES:
Identify, implement and maintain departmental ICT Infrastructure and application systems; Management Support in departmental transversal application systems; Facilitation of ICT Governance Implementation and Monitoring; Coordinate Departmental ICT Strategies and Policy Implementation; Assist with ICT continuity planning; Manage the interface with Cel and other service providers; Coordinate and facilitate the introduction and optimisation of system; Determine and communicate financial requirements to execute assigned deliverables; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed responsibilities that derive from component's plans; Monitor information capacity building within the Division; Promote sound labour relations within the Division; Actively manage and promote the maintenance of discipline within the Division; Perform all the managerial tasks with regard to the functions of the components under command; Communicate on managerial level with regard to the functions of the component.

ENQUIRIES:
Ms T Singh at Tel No: (021) 483 5519

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/268:
ASSISTANT DIRECTOR: EMPOWERMENT IMPACT ASSESSMENT REF NO: TPW 2019-238

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years relevant experience; A valid Code B driving licence. Recommendation: Working experience in the built environment. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP; Programme or Project Management and planning procedures; Supply Chain and Financial Management; Public service reporting procedures; Communication (written and verbal) ; Analysing; ability to interpret and apply policy; Persuading and influencing skills; Planning and organising skills; Deciding and initiating action; Working with people; Delivering Results and meeting customer expectations; Relating and networking skills.

DUTIES:
Ensure compliance with Supply Chain Management prescripts and participate on Expanded Public Works Programme (EPWP) and Supply Chain Management(SCM) committees; Compliance with Public Financial Management Act( PFMA) to ensure effective financial management; Manage the undertaking of Empowerment Impact Assessments (Empia) on capital infrastructure projects: Liaise with stakeholders to ensure synergy between programmes; Participate in stakeholder engagements with regard to the Departmental Community Participation Policy; Ensure incorporation of Empia targets into departmental capital infrastructure tender documents and manage compilation, evaluation and completion of reports thereof; Monitoring and
evaluation of the Empowerment Impact Assessment Reports (Etir); Ensure the monitoring of progress of implementation of empowerment/CPG targets on projects where Empia's have been conducted; Ensure the completion of empowerment implementation plans on monitored projects and close-out reports; Management of the component by: Planning and execution of objectives, activities and operations; Evaluation of activities and outputs; Manage the compilation and review of policy, procedures and guideline documents as well as submission of feedback reports to management.

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POST 45/269
: ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-240

SALARY
: Grade A: R363 894 - R392 283 per annum
: Grade B: R414 189 - R446 202 per annum
: Grade C: R473 574 - R557 856 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE
: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendations: Working experience in Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Roads safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES
: Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of highways; Procurement of maintenance material required; Manage building projects; Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Oversee the proper functioning of the mechanical workshop; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.

ENQUIRIES
: Ms P Jenniker at Tel No: (021) 483 8551

APPLICATIONS
: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

ENQUIRIES
: Mr J.C Prodehl at Tel No: (044) 272 6071

APPLICATIONS
: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

SALARY: Grade A: R363 894 - R392 283 per annum
Grade B: R414 189 - R446 202 per annum
Grade C: R473 574 - R557 856 per annum

(Centre will be determined based on post registration experience as per OSD prescript).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence.

Competencies: Knowledge and experience in the following: Project management; Legal compliance; Architectural planning; Research and development; Computer-aided architectural applications; Technical report writing; Networking; Professional judgement; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer skills; Planning and organising skills; People management skills.

DUTIES: Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying Architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on Architectural-related matters.

ENQUIRIES: Ms M Harrison at Tel No: (021) 483 4190

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/271: INSPECTOR (COMPLIANCE MONITORING): TRAFFIC LAW ADMINISTRATION (METRO) REF NO: TPW 2019-231

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years relevant experience; A valid code B driving licence. Recommendation: Appropriate Road Traffic legislation experience; Relevant NaTIS experience; Registration as Examiner of vehicles and/or Examiner for Driving Licences. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Driver Fitness, Vehicle Fitness testing processes; Auditing or investigation skills; Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Good written and verbal communication skills; Planning, organising and research skills.

DUTIES: Perform audits in line with Annual Performance Plan targets; Audit testing and issuing of driving licences and motor vehicles for roadworthiness; Liaison and communication with various clients / stakeholders and compiling detailed audit reports with findings and recommendations; Perform follow up audits to ensure recommendations are implemented; Monitor implementation, compliance and
progress in respect of National Road Traffic Act and related legislation to perform an effective service at relevant testing centres and stations.

**ENQUIRIES**
Mr CC Majiedt at Tel No: (021) 483 2073

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 45/272**
**LOSS CONTROL/FRAUD OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 2019-236 (X3 POSTS)**

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year National Diploma/B-Degree or higher qualification in the field of Finance; A minimum of 2 years’ proven experience in Financial Management/ Loss Control; A valid code B driving licence. Recommendation: Extensive supervisory experience. Competencies: Extensive knowledge of the following: Loss Control Systems; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills; Organising, planning, problem solving and analytical skills; Monitor and prevent prescription; Proven written and verbal communication skills; Computer literacy.

**DUTIES**
Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and settled timeously; Liaise with Legal Services; Client Branches and other stakeholders; Responsible for skills development.

**ENQUIRIES**
Ms LD Atkins at Tel No: (021) 483 3743

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 45/273**
**ADMINISTRATION CLERK: INTERNAL CONTROL (GOVERNMENT MOTOR TRANSPORT) REF NO: TPW 2019-239**

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
Grade 12 (Senior Certificate or equivalent qualification) with accounting as a passed subject; A valid (Code B or higher driving licence). Recommendation: Experience in Internal Control. Competencies: A good understanding of the following: GMT policies; Standard Operating Procedures (SOP’s), National Treasury Regulations; Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial instructions; Disciplinary and grievance procedures; Fleetman system; Proven computer literacy (MS Office); Oracle EBS and GRAP; Written and verbal communication skills; Proven computer literacy.

**DUTIES**
Perform testing to ensure that the Accounting Officer’s system of internal control is implemented and maintained in the trading entity; Monitor the implementation of financial related systems and procedures; Analyse the internal and external reports; Handle documents control function; Review the memorandum of agreements between various between various functions and the GMT scan centre; Ensure that the original batches comply with financial instructions; Inspect expenditure for Irregular, unauthorized, fruitless and wasteful expenditure: Review expenditure to detect Irregular, unauthorized, Fruitless and wasteful expenditure document is collated and sent to internal control (Transport and Public Works) for processing; Asset verification: Perform asset verification procedures.

**ENQUIRIES**
Ms G Hartley at Tel No: (021) 469 7604

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/274  
ROAD WORKER: REGIONAL ROAD MANAGEMENT (EDEN) REF NO: TPW 2019-241

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Ability to read and write (Basic Literacy)/ Adult basic education and training (ABET). Competencies: A good understanding of the following: Roads construction methods, materials and equipment, Verbal and written communication skills; Be reliable; Able to work in a team; Able to follow written instructions; Operate equipment in all kinds of weather; Climb ladders and push heavy weights.

DUTIES: Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of roads maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

POST 45/275  
ROAD WORKER: REGIONAL ROAD MANAGEMENT (EDEN) REF NO: TPW 2019-242 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Ability to read and write (Basic Literacy)/ Adult basic education and training (ABET). Competencies: A good understanding of the following: Roads construction methods; Materials and equipment; Verbal and written communication skills; Reliable; Able to work in a team; Able to follow out written instructions; Operate equipment in all kinds of weather; Climb ladders and push heavy weights; Physical skills.

DUTIES: Support road specialists in the maintenance and building of roads; perform manual labour; Undertake general duties to support road specialists with respect to maintenance; Repair; Building and cleaning of roads which may include maintenance or improvement of roads which may include maintenance or improvement of road services; Road reserves; Road signs and road markings; Waterways and structures as well as related activities.

ENQUIRIES: Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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